

## Community Chest Grant Scheme Guidance

The aim of the Community Chest Scheme is to support community groups and organisations to deliver activities which contribute to achieving the Council's ambition for Northumberland.

High priority will be given to projects that enhance the environment, strengthen communities, and which promote health and wellbeing. Particular emphasis is given to initiatives that will help groups to be sustainable in the longer term, are of value to a local area, and are not able to secure mainstream funding from the Council or other sources.

### Who can apply?

The scheme is open to any voluntary, community or not for profit group or organisation (including charities) that is based in or serves the communities of Northumberland.

### Who cannot apply?

- Town and Parish Councils
- Schools
- Businesses and other for profit organisations

### What can be applied for?

The Scheme largely funds capital items, such as the purchase of equipment. A list of successful projects is available at [www.northumberland.gov.uk/communitychest](http://www.northumberland.gov.uk/communitychest). Please ask for advice (contact details below).

### What cannot be applied for?

The scheme will not normally fund the following:

- Core running costs, including premises
- Wages, salaries, expenses or professional fees
- Goods and services already purchased
- Food or hospitality
- Advertising and marketing
- Loan repayments
- Fundraising and prize-giving
- Social excursions
- Religious or political activity
- Sports kit, uniforms/personal clothing
- Annual or repeat funding
- Funding for other grant schemes
- Feasibility studies or pre project costs
- Consumables

### How much can be applied for?

The Scheme can provide grants of up to £10,000; however, the average grant is £2,500. The grant is paid up front and must be spent within 12 months of award.

### When can applications be made?

Applications will be considered by a Grants Panel in 3 Rounds until all funds are allocated:

	Deadline	Panel Meeting by	Notification by
Round 1	9h May	27th May	10th June
Round 2	5th September	30th September	7th October
Round 3	6th January	27th January	10th February

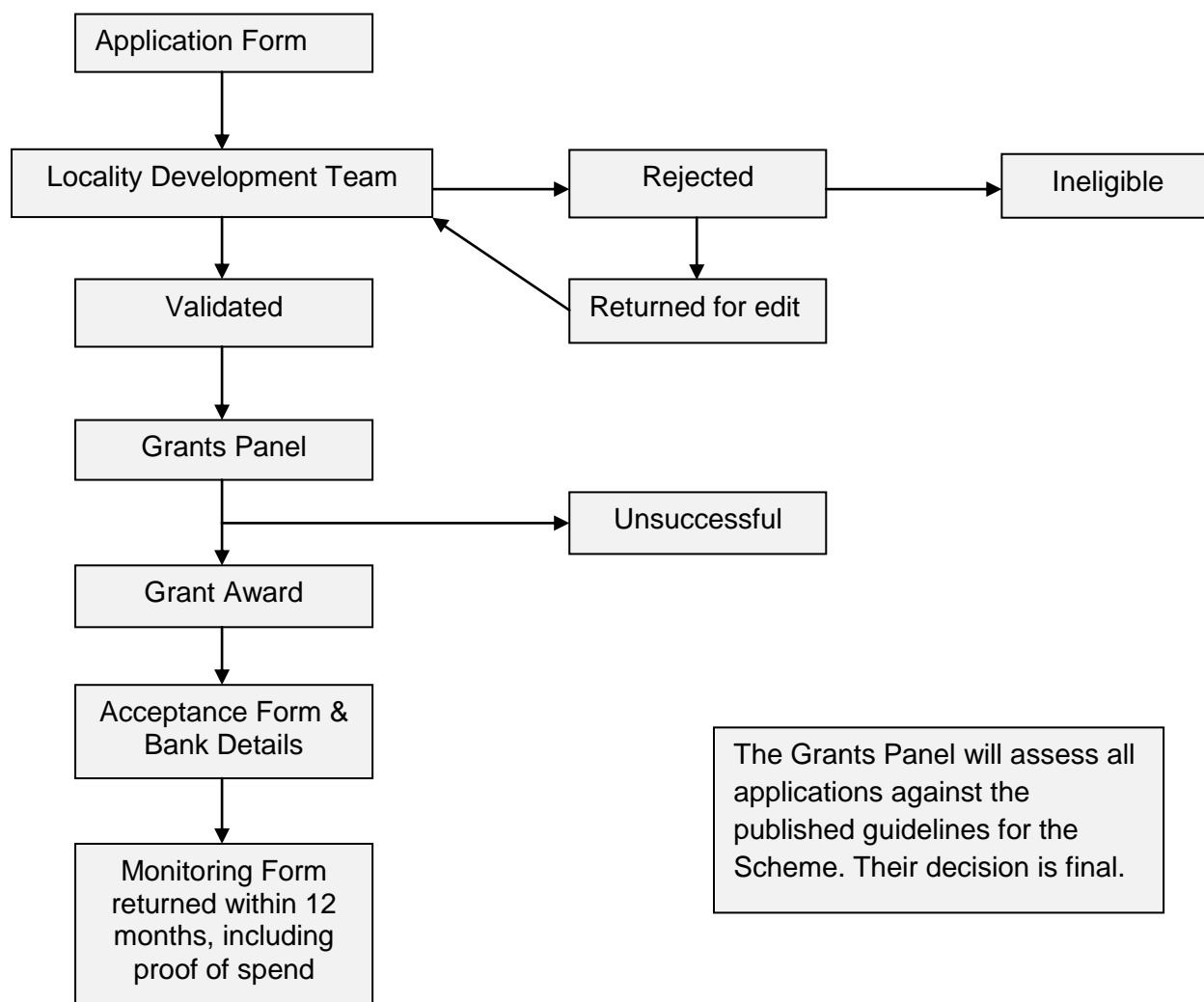
All applications are considered in chronological order of receipt date. Once all funds are allocated in an Area the Scheme will cease in that Area.

### How are decisions made?

The Scheme is divided into four geographical areas based on the Council's Committee Areas (North, Central, South-East and West), with each Committee appointing a Grants Panel of elected members to decide the allocation of the grants. Applications covering more than one area will be deemed county-wide and will be considered by the Area Committee Chairs. Administration and advice to applicants is provided by the Locality Development Team.

Applications must be submitted on the standard application form. Additional information should be provided to support the application if appropriate e.g. business plan, photographs, etc.

## What is the process for assessing applications?



## What do the Grant Panel look for in an application?

- A clear rationale and evidence of need;
- All funding is accounted for, including match funding (in kind labour contributions using National Minimum Wage or Heritage Lottery Fund rates);
- Multiple quotes or other evidence that best value has been considered;
- A clear exit strategy or plan for forward sustainability.

## How will the decision be notified?

All applicants will be contacted by a Locality Development Officer in writing. If successful, an Acceptance Form and Bank Details Form will be enclosed, together with a statement of conditions and a Monitoring Form which should be returned once the project is completed (no later than 12 months after award). No payment will be made until all relevant paperwork has been submitted. Payments will be made via BACS transfer.

Applications that do not succeed may be resubmitted at a subsequent round but must use the application form for that round, i.e. a new application form. Applications will not be carried over from one round to the next. All issues raised in respect of a rejected application must be addressed in resubmission.

## How do I get an application form?

Application forms are available via:

<http://www.northumberland.gov.uk/Business/Grants/Grants-Funding.aspx#communitychestscheme> or by contacting the Community Chest Scheme, Economic and Inclusion Policy Team, Planning and Economy Directorate, Northumberland County Council, County Hall, Morpeth NE61 2EF.

Email: [Locality.Development@northumberland.gov.uk](mailto:Locality.Development@northumberland.gov.uk)

## **Community Chest Grant Scheme Conditions**

1. The project must not start, or be contractually committed, before the likely grant offer date.
2. If the grant aided project is disposed of or ceases to be used for the purpose the grant is given the Council reserves the right to reclaim all or part of the grant.
3. The applicant must have security of tenure on any facility to be grant aided either by ownership of the freehold or by means of a lease that has at least five years duration when the application is made, unless otherwise agreed by the Council.
4. Where a grant exceeding £5,000 is requested, the applicant is required to provide at least two competitive quotations. Any deviation must be fully explained and will be subject to the discretion of the Grants Panel.
5. All projects, or expenditure, must be completed within 12 months of the notification of the funding decision.
7. The Council reserves the right to inspect amounts, receipts and records of all transactions relating to the application and to the grant award.
8. The Monitoring Form must be completed and returned at the end of the project or no later than 12 months from the date of notification of award. Failure to do so may prejudice future applications.
9. The Council reserves the right to inspect premises and projects subject to grant applications.
10. Applicants must ensure that all relevant permissions and licences are obtained before they apply to the Scheme.
11. All liabilities for the project/proposal remain with the applicant and are not the responsibility of the Council, its partners, agents or employees.
12. The applicant must ensure that all publicity relating to a project receiving grant funding from the Community Chest Scheme fully acknowledges its contribution.
13. All groups or organisations receiving funding from Northumberland County Council must demonstrate a commitment to equality of opportunity that aims to eliminate all forms of discrimination. You will be required to provide a copy of your Equal Opportunities Policy or a written statement that is approved by your group/committee which outlines your commitment to equal opportunities. If your group does not have a policy we advise that you contact Wansbeck CVS for assistance.
14. Any equipment purchased with the grant must remain the property of the organisation and must be available for more than one member to use. For example, the Council will not fund sporting equipment that can only be used by one player and would not realistically be available to other members.
15. All applications must be accompanied by the following:
  - Constitution or Articles of Association
  - End of year accounts or recent bank statements from all accounts held by the group
  - Equal Opportunities Policy or written statement of commitment to equal opportunities

Where applicable, evidence of the following documents must be provided:

- Liability insurance
- Safeguarding policy
- Vulnerable adult statement
- Planning permissions
- Licencing, including event licences and premises licence